



**Montgomery County Department of Permitting Services**  
**255 Rockville Pike, 2<sup>nd</sup> Floor, Rockville, MD 20850**  
**240-777-6240 Fax: 240-777-6262**  
<http://permittingervices.montgomerycountymd.gov>



## ***SIGN PERMIT INSTRUCTIONS***

### ***WALL SIGN ON BUILDING***

1. Complete application for sign permit
2. One copy of brochure or scale drawing of sign
3. One picture/photograph of building showing location of sign on building
4. One copy of building elevation drawing showing proposed sign

### ***FREESTANDING SIGN***

1. Complete application for sign permit
2. One copy of scale drawing of sign
3. One site plan showing location of sign on property indicating distance from property lines.
4. One photograph showing sign location

### ***ILLUMINATED SIGN***

1. Complete application for sign permit
2. Complete application for electrical permit
3. Submit all documents listed above depending on the type of sign.

### ***SIGN PERMIT FEES-Includes Automation Fee***

- |    |  |                   |
|----|--|-------------------|
| 1. | Permanent signs  | \$225.50          |
| 2. | Limited duration sign  | \$ 27.50          |
| 3. | Sign concept plan  | \$104.50 per sign |
| 4. | Request for a Sign Review<br>Board variance per location or<br>sign concept plan | \$390.50          |